



PAUL R. LEPAGE  
GOVERNOR

STATE OF MAINE  
DEPARTMENT OF AGRICULTURE, CONSERVATION AND FORESTRY  
OFFICE OF THE COMMISSIONER  
22 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0022

WALTER E. WHITCOMB  
COMMISSIONER

October 21, 2015

Dear Association Representative:

The 2016 Agricultural Trades Show will be in its 75th year showcasing Maine agricultural excellence and educational growth. We look forward to partnering with you, your coworkers and members to continue make this yearly tradition a great opportunity for all to learn.

To register for a meeting space please visit: [www.regonline.com/main eag trades show](http://www.regonline.com/main eag trades show). Meeting space at the show is popular and we must coordinate with many presenters to utilize space in the best possible manner. Please pay close attention to details for meetings relative to size, number of participants, time and length. It is very important that your meeting space is reserved through our online registration site in a timely manner. **Meeting space will be based on availability of rooms and specific needs of presenters. Space is limited.**

Your request for meeting space and your detailed program information must be returned by November 20<sup>th</sup> to be included in the printed program. No changes to meeting times or locations will be allowed as of December 1st.

The Commissioner's luncheon will be held on Tuesday, January 12<sup>th</sup> at noon. Please remember that some of your meeting participants may purchase a ticket to attend the luncheon, so, if possible, try to schedule your program to begin after 1:30 p.m.

Rental for meeting rooms is \$25 per day, per room, and you will be responsible for paying for any audio-visual equipment that is provided by the Augusta Civic Center.

Meeting registration must be complete no later than **Friday, November 20<sup>th</sup>, 2015**. This year, a paper application is still available to those who would prefer it. Please call 207-287-3491 to request a copy. If you have questions, or need assistance, please contact Samantha Howard, Agricultural Promotions Coordinator, at (207) 287-7620 or by e-mail at [Samantha.Howard@maine.gov](mailto:Samantha.Howard@maine.gov)

Thanks in advance for your participation and for the impact you and your group make on Maine's natural resource economy.

Sincerely,

Walter E. Whitcomb  
Commissioner